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ABSTRACT

Information and accompanying exercises are provided in this learning module to reinforce basic reading, writing, and math skills and, at the same time, introduce personal assessment and job-seeking techniques. The module's first section provides suggestions for assessing personal interests and identifying the assets one has to offer an employer. The second section offers guidance in finding announced and unannounced job openings and reading classified advertisements. The third section focuses on getting a job by maintaining the proper demeanor and appearance at the interview, fielding interview questions that may imply discrimination, compiling a personal fact sheet of information that will probably be needed at the interview, filling out application forms, and writing a resume. After a section for students interested in creating their own jobs, the module offers suggestions for maintaining good relations with supervisors and others while on the job and for getting ahead. This section also describes: the various forms one must complete on the job, including the W-4, time sheets, and employee personnel cards; the social security system; and employee benefits. Each of the module's sections provides exercises and activities designed to reinforce student learning, as well as additional basic skills exercises which utilize the subject material to strengthen grammar, spelling, and arithmetic skills. (JP)

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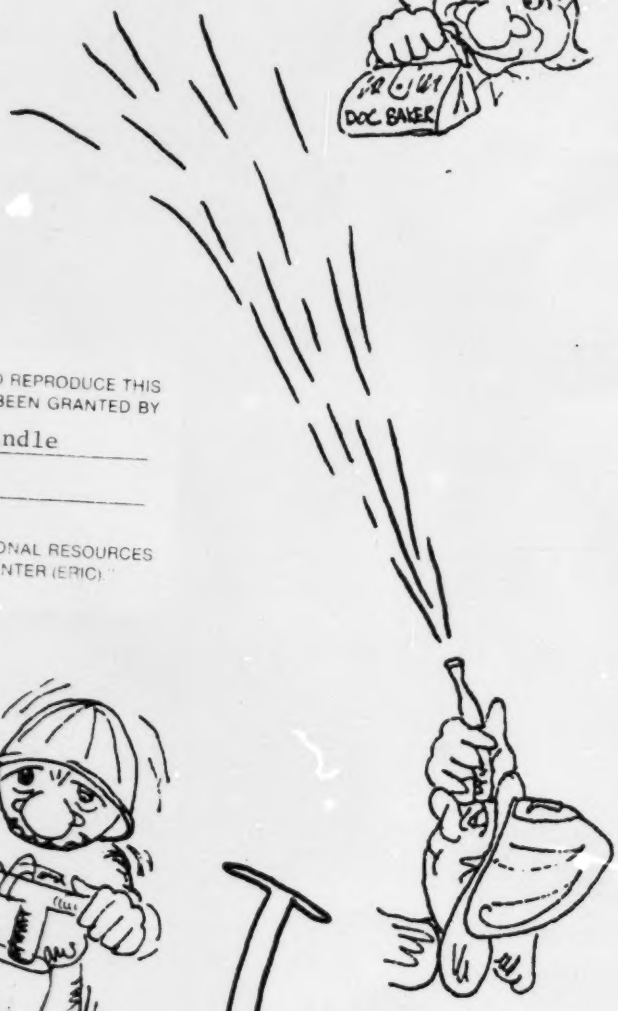
YOUR JOB



YOUR JOB

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YOUR JOB

RATIONALE: Most individuals will seek employment some time during their life. They need to be prepared in order to successfully apply for and obtain a job.

OBJECTIVES: To assist the student in becoming knowledgeable about and prepared for a job. To provide information and assignments related to Survival Skills. Upon completion of the unit, the student will have knowledge and skills about occupations, applications, and resumes.

YOUR INTERESTS AND ASSETS

Before you begin looking for a job, think about who you are, what you like to do, and what you do best. Take a look at yourself. What do you have to offer an employer?

1. The first thing to do about getting a job is to
   a) look at the want ads
   b) write a resume
   c) ask for a raise
   d) take stock of yourself

When you measure your assets, you are taking an inventory of yourself. This helps you learn more about yourself. It can help you find a job that is right for you. It might also help you make up your mind to get more education in order to qualify for the job you want.

2. Measuring your assets will
   a) make you leave school
   b) make you feel terrible
   c) give you good direction
   d) give you better training

YOUR INTERESTS

The following questions will start you thinking about what you like and dislike. The list at the beginning will give you examples of interests a person might have. You may add other interests as you answer the questions.

Outdoor work	Mechanical
Working with numbers	Art work
Writing reports	Music
Clerical work	Helping sick people
Working with people	Working with food

1. List three things you like to do.

   A.

   B.

   C.

2. List three things you hate to do.

   A.

   B.

   C.

3. What two parts of the newspaper do you read?

4. Name a famous man you admire.

5. Name a famous woman you admire.

6. What hobbies or sports are you interested in?

7. Check the three things you admire most in your friends.

____Honesty ____Enthusiasm

____Easy going ____Hard Worker

____Good dresser ____Cooperative

____Thoughtful

8. Check three areas that you feel are the most important in deciding on a job.

____Promotion chances ____Small company

____Salary ____Close to home

____Large company ____Social contacts

9. Match:

A. excellent cook	____chef
B. concerned with eating habits	____carpenter
C. know typing and shorthand	____nutritionist
D. handy with tools	____secretary
E. a very pleasant voice	____mechanic
F. a career in the outdoors	____telephone operator
G. enjoy helping people	____ranger
H. enjoy building	____teacher

10. What is a job you would like to do?

11. Could you move and still have a chance doing the same job?

12. Is there chance for promotion on this job?

13. Name two courses you could take at Columbia College that would help you with a job you are interested in.

14. Choose the right spelling.

assetts/assets

employer/enployer

offerr/offer

resume/resome

meazure/measure

15. Circle the number of the mistake in these sentences.

Example: She do not (1) want a job working (2) as a maid (3).

. A self inventory (1) tells you about yourself and (2) it can help you to find the right (3) job.

. Clerical Work (1) would be preferred by (2) someone who thought (3) it was fun to file (4).

. If you hate to look at (1) paintings, dont be (2) an artist (3).

. He wanted a job, close (1) to home, helping (2) people, with plenty of social contacts, but (4) he ended up working as a

cross-country driver.

. If you worked four hours and was paid $4.25 per hour, how much would you make?
1 2 3 4

YOUR ASSETS

What do you have to offer an employer? What can you do? What things about yourself will help you get a job?

Can you operate equipment? Have you ever worked in an office? Do you know how to make change? How about working with the public? Think about what your good qualities are, and what your skills are. These are the things you can offer an employer.

Look at you assets. Rate yourself from one to ten on the following assets. Zero is "I don't have it at all" and ten is "I've really got it."

____good grammar
____good speller
____good mechanic
____good with numbers
____good typist
____good telephone talker
____good driver
____neat, clean appearance
____have a stable living situation
____education
____a way to get to work
____special skills
____experience at other jobs
____good health
____dependable

What are some other assets you have? _____

_____ _____ _____

Now, put yourself in the place of an employer. What would an employer consider your greatest assets to be? _____

_____ _____ _____

List your experience and training.

What skills and training do you wish you had? Why?

What can you do about your weaknesses?

WHAT KINDS OF JOBS ARE THERE AND WHICH ONES SHOULD I GO FOR?

Did you know that the best skills to have are the ones most people don't even know about? Did you know that some of the higher paying, easy-to-get jobs are the jobs no-one has ever heard of? For example, if you ask kids what they want to be when they grow up, do they ever say "I'm gonna handle warehouse purchases?" Yet there is no place in the United States right now where a person who know how to handle warehouse purchases couldn't get a high paying job.

What kinds of careers are there? What kinds of jobs are there? As part of this assignment, you will have to go to the Columbia College Career Center. Go there now.

Ask at the Career Center for a list of types of jobs. See

if they have a list that shows which jobs have lots of openings and which ones don't. Choose three types of jobs that you think you might like, and that have plenty of openings. List those three jobs here.

_____

_____

_____

You must realize that the kind of job available depends on what area you are talking about. If you live in Tuolumne or Calaveras County and don't want to move, you won't be able to get a job at a television staion or work for a big commercial airline. If you live in San Francisco, you won't find a job doing forestry. On the other hand, if you are willing to move to get the job you want, there is no limit to the jobs that are available.

So - define you area. Then find out what kinds of jobs there are in your area, and where they are.

FINDING JOB OPENINGS

READING AND SPELLING

There are two kinds of job openings: announced openings and unannounced openings. You will make the best use of your time by applying for announced openings. On the other hand, you might get exactly the job you are after if you search out a job

opening that hasn't been announced.

An announced opening is one that an employer is trying hard to fill. The employer is trying to find someone to take the job. The job may be advertised in want ads. It may be posted at government offices. The employer may tell the unemployment office (EDD), employment agencies, and school job centers about the job, hoping that they will find a good person to take it.

An unannounced opening happens when someone who is working at a job plans to leave. An unannounced opening also happens when a business is soon going to expand and hire more people. And sometimes an unannounced job opening is something you create by convincing someone that it would be a good idea for them to hire you.

1. More people would be likely to find out about and apply for a
   a) unannounced job opening
   b) job in a business with plans to expand
   c) announced job opening
   d) a job that hasn't been created yet
2. Look for job announcements at
   a) the EDD
   b) employment agencies
   c) government offices
   d) all of these

3. Choose the correctly spelled work.

unnanounced/unannounced

forestery/forestry

unemployment/unimployment

opening/openning

4. on the list below, check the places you would expect to find announced openings, and where you would find unnannounced openings.

	announced	unannounced
government offices		
asking door-to-door		
school placement office		
want ads		
Columbia College Career Center		
personal contacts		
calling up businesses in the phone book		
relatives and friends		
employment agencies		

The Employment Development Department is a state agency that helps people find work. Your local E.D.D. is listed under "California, State of" in the white pages of your telephone book. The E.D.D. is commonly called "the unemployment office" because it also handles unemployment benefits. At the E.D.D. office, you will find job listings for your community. The people at the office will take your name and get information about what kind of job you are looking for. If a job comes up that you can do, they will call you.

Veterans should always check with the E.D.D. because there is special employment counseling, job-finding workshops, and job training for veterans. Veterans have priority referral, and there is special consideration for disabled veterans.

The E.D.D. also handles the C.E.T.A. program, which is an on-the-job training program for people who have been out of work for a long period of time.

1. The main idea of the section is
   a) the E.D.D. helps veterans
   b) the E.D.D. provides many services to job seekers
   c) Disabled veterans can find preferred jobs thru the E.D.D.
   d) The E.D.D. is the same as the employment office.
2. The C.E.T.A. program is
   a) for veterans only
   b) for unemployed people
   c) for people who need more schooling
   d) for disabled veterans

3. Two things to do at the E.D.D. office are:

   a) check the job announcements

   b) fill out an application for one particular job

   c) find out whether or not you are a veteran

   d) leave your name and phone number

4. Where is you local E.D.D. office? Get a phone book and look up the number and address.

   Address _____

   Phone _____

5. Circle the correctly spelled words:

   communitty/community

   vetaran/veteran

   development/developement

   benefits/benifits

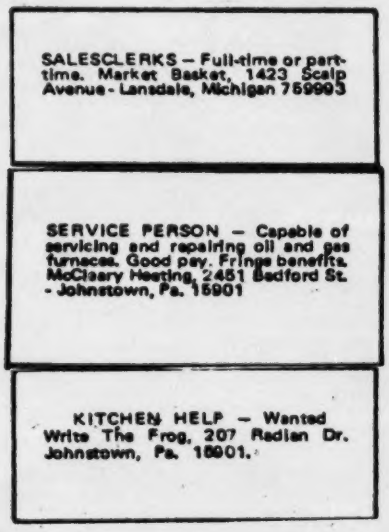
   specail/special

   infromation/information

   priority/priorty

READING THE WANT ADS

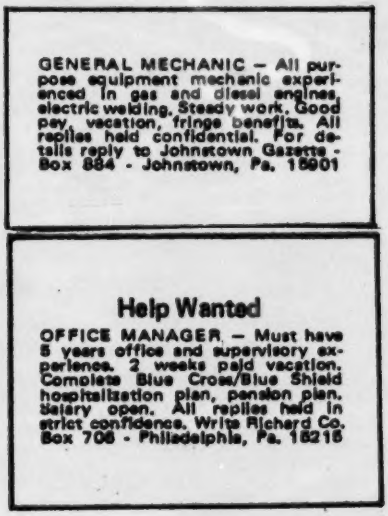
Want ads, or classified ads, are printed in newspapers. Job openings are found in the "help wanted" section of the want ads. If you wanted a job as a repair person, which of the want ads would you reply to? How would you reply?



SALESCLERKS – Full-time or part-time. Market Basket, 1423 Scalp Avenue - Lansdale, Michigan 759993

SERVICE PERSON – Capable of servicing and repairing oil and gas furnaces. Good pay. Fringe benefits. McCleary Heating, 2451 Bedford St. - Johnstown, Pa. 15901

KITCHEN HELP – Wanted Writs The Frog, 207 Radian Dr. Johnstown, Pa. 15901.



GENERAL MECHANIC – All purpose equipment mechanic experienced in gas and diesel engines, electric welding. Steady work. Good pay, vacation, fringe benefits. All replies held confidential. For details reply to Johnstown Gazette - Box 884 - Johnstown, Pa. 15901

Help Wanted

OFFICE MANAGER – Must have 5 years office and supervisory experience. 2 weeks paid vacation. Complete Blue Cross/Blue Shield hospitalization plan, pension plan. Salary open. All replies held in strict confidence. Write Richard Co. Box 708 - Philadelphia, Pa. 18218

From the ad, answer the following questions.

1. Where is the job located?

   _____

2. For information, what number do you call?

   _____

3. What is the job?

   _____

ASSIGNMENT: Select five (5) occupations from the list below and tell how you would go about looking for that position. What places of business would you go to? Use the yellow pages of the phone book to find which places of business you would choose, if you don't already know of some.

Administrative clerk
Accounting clerk
Assembler
  automobile
  machine manufacturing
  electric equipment production
Auto body repairer
Auto service station attendant
Auto mechanic
Bartender
Bus driver
Bookkeeper
Cannery worker
Carpenter
Cashier
Clerk-typist
Cook
Cleaner
  houseleeping
  industrial
Correction officer
Counselor
Counter Attendant
Clerk, general
Engineer
  aerospace industry
  mechanical
  operating
Electronics technician
Electronics assembler
Laborer
  landscape
  iron and steel
  boot and choe
  stores
Nurse
Foundry worker
Maintenance
Janitor
Industrial truck operator
Truck driver
Painter
Packager
Systems analyst
Waiter
Waitress
Welder
Teller
Typist
Stock clerk
Stenographer
Sewing machine operator
Sales person
Secretary
Sales Representative, door to door
Shipping/receiving clerk
Forester aide
Groundskeeper
Harvest worker
Electrician

Now that you know about a job opening, how do you get the job? There are many tools to use to get a job:

1. Approach tactics - how will you ask for the job? Where will you get courage?
2. a <u>resume</u> - this is a fact sheet that tells an employer about you.
3. Filling out applications. - almost any job you want will require an application form
4. Job interview skills - these help you make a good first impression
5. Test taking readiness - you must be prepared to pass written tests for some jobs.

GRAMMAR: Short conjunctions such as and, but, for, and so can be used with a comma to connect two COMPLETE SENTENCES together. Circle the two places (only two) in this reading where two

COMPLETE SENTENCES are connected by a comma and short conjuction. Be sure there is a complete sentence both before and after the conjuction and comma.

APPROACH TACTICS

When you find a job opening, you can either phone the employer or go in person to apply. The employer will tell you if the job is still open, and how to apply for it. Sometimes you can arrange an interview through friends, relatives, unions, or employment agencies, too, but don't expect to be hired until you have talked to the employer face to face and made a good impression.

Some jobs that are advertised do not give you a phone number or a place to contact. They give you an address and ask you to write and send a resume. If you apply for a job this way, it is very important to use good grammar and spelling in your COVER LETTER, and the grammar and spelling in your RESUME should be as close to perfect as possible.

HOW TO GET A JOB

Once you've found an opening, you have to be sure the employer chooses you. Here's how.

INTERVIEWS

In evaluating you for a job, employers look at your personal appearance and attitude. The following items are listed in the order of importance to the interviewer: (1) personal appearance (2) suitable dress (clothing) (3) personality (4) communication ability (5) manners and attitude and (6) skills.

Most employers place a high value on neatness, cleanliness, proper clothing, and positive attitude. A good first impression is very important when you talk with someone about a job. If you use the telephone to ask about a job, your voice and what you say will make the first impression. Speak clearly and distinctly. Be polite and courteous.

If you go in person to ask for a job, your personal appearance may be more important than what you say.

Look at the following list. Mark a check (✔) for any sentence that is something a female applicant should not do.

____1. Be neat and clean. Wear clean clothes.

____2. Use lots of extra makeup and perfume.

____3. Clean your hands and fingernails before you go for the interview.

____4 Select jewelry that is appropriate for the job atmosphere.

____5. Choose a neat, flattering hairstyle.

____6. Wear trousers that drag on the floor or leave your cuffs unbuttoned, to create a relaxed appearance.

____7. Chew gum or smoke, so you have something to keep you occupied.

____8. Be alert. Show a real interest in the job you are asking about.

____9. Be courteous. Say "thank you" for services and attention given to you.

____10. Try to hide your nervousness during an interview.

____11. Develop and use a pleasant speaking voice.

____12. Smile.

You should have checked numbers 2, 6, and 7. Too much makeup or perfume makes a megative impression on an interviewer. Your clothing should appear pulled together, clean and in good condition. It shows effort on your part. Finally, don't chew gum, and don't smoke, even if you are offered a cigarette. Smoking and chewing gum are undesirable habits.

The following are all good tips for a male applicant to follow:

1. Be neat and clean. Have your hair combed.
2. Be clean-shaven and have a neat haircut.
3. Shine your shoes
4. Wear clean clothes that are in good condition and appropriate for the job.
5. Have clean hands and fingernails
6. Don't chew gum or smoke during a job interview.
7. Be friendly but not too eager. Don't be afraid to smile.
8. Be alert. Show a sincere interest in the job you are seeking.
9. Use good manners. Say "thank you," etc.
10. During the job interview, try to relax and not to show your nervousness.
11. Develop and use a pleasant speaking voice.

SOME ADVICE THAT MAY STARTLE YOU

Sometimes interviewers ask question that may imply discrimination. This is especially true of young people just entering the work force, and women. Here are guidelines for tackling such questions.

Question: "Are you planning to stay in this geographic area permanently?"
Answer: If you have a job commitment somewhere else, or if you are packing to move, answer "no." If you are less sure than that, answer "yes."
Question: Are you planning to get married?
Answer: If you are engaged and the date is set, "yes." Otherwise the answer is "no."
Question: Are you planning to raise a family?
Answer: If you already have children, or if you or your spouse is pregnant, answer "yes." Otherwise, "no."
Question: Will you be willing to stay on this job permanently?
Answer: If you have another definite job lined up for the near future, answer "no." If you aren't sure, answer "yes." If they decide they don't want you, they will give you two weeks or one month's notice. If you decide to quit, that's what you'll owe them. Until you decide to quit, it's honest to say you are permanent.

FACT SHEET

Before you apply for a job, it's a good idea to have a fact sheet ready with all the information you will need. The table on this page is an example of the kinds of information you should have with you.

Name

Address

Telephone

Social Security Number

Spouse's Social Security Number

EDUCATION	Address	Units Completed	Month and Year Graduated
Grammar School			
High School			
College, Trade, or Business School			
Special Skills			

PREVIOUS JOBS

Employer's name	Length of time employed	Reason for leaving
Address		
Phone		

REFERENCES: Three (3) people who have known you at least one year and will say good things about you (You can't use relatives).

Name	Occupation	Address/Phone

This is a sample employment application. You can see what questions to expect when you apply for a job.

EMPLOYMENT APPLICATION

PERSONAL INFORMATION: *1)* Date *2)* Social Security No.

3) Name *4)* Age *5)* Sex

Last First Middle

6) Present Address

Street City State

7) Permanent Address

Street City State

8) Phone No. *9A)* Own Home *9B)* Rent *9C)* Board

10) Date of Birth *11)* Height *12)* Weight

13) Color of Hair *14)* Color of Eyes

15A) Married *15B)* Single *15C)* Widowed *15D)* Divorced *15E)* Separated

16) Number of children *17)* Dependents other than wife or children *18)* Citizen of U.S.A.? Yes ☐ No ☐

19) If related to anyone in our employ, state name and department

20) Referred by

EMPLOYMENT DESIRED:
21) Position *22)* Date you can start *23)* Salary desired

24) Are you employed now? *25)* If so, may we inquire of your present employer?

26) Ever applied to this company before? *26A)* Where? *26B)* When?

EDUCATION:	Name and Location of School	Years Attended	Date Graduated	Certificate
27) Grammar School		*27A)*	*27B)*	
28) High School		*28A)*	*28B)*	*28C)*
College				
29) Trade, Business or Correspondence School		*29A)*	*29B)*	*29C)*

30) What foreign languages do you speak fluently? Read? Write?

31) U.S. Military or Naval Service *31A)* Rank

31B) Present membership in National Guard or Reserves

32) FORMER EMPLOYMENT: (List last four employers. Give the last one first.)

Date, Month and Year	Name and Address of Employer	Salary	Position	Why did you leave?
From				
To				
From				
To				
From				
To				
From				
To				

33)
REFERENCES: Give the names of three people (not relatives) who have known you at least one year.

NAME	ADDRESS	BUSINESS	PHONE
1.			
2.			
3.			

34) PHYSICAL RECORD:
List any physical defects

Were you ever injured? Give details.

Have you any defects in hearing? In vision? In speech?

35) In case of emergency notify

Name Address Phone No.

36)
I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

37)
Date Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By Date

Remarks

Neatness Character Personality Ability

Hired For Dept. Position Will Report Salary Wages

Approved: 1. 2. 3.
Employment Manager Department Head General Manager

THE RESUME

A resume is a story about yourself. The main purpose of writing a resume is to get an interview with an employer. Resumes are fun to read once you get them finished. They tell everything good about you and nothing bad. The resume should have five things:

A. Who you are.

B. What you know

C. What you have done

D. What kind of work you want

E. Why you shold be hired for the job

Write a resume about yourself, using these five titles. Notice that the five titles below are similar to the five things mentioned above. Look at the sample on the next page to get an idea what to write.

1. PERSONAL CHARACTERISTICS

2. EDUCATION

3. WORK HISTORY

4. OCCUPATIONAL GOAL

5. OTHER COMMENTS

(SAMPLE) RESUME
Carol Hall
1111 Washington Street
Sonora, Ca. 95370
(209) 533-3333

PERSONAL INFORMATION

Born Feb. 19, 1950
Angels Camp, California

EDUCATION

Sonora Union H.S. 9-66 to 6-70

Columbia College, 9-70 to 6-72; A.A. degree in technical forestry. Course work included heavy equipment, forest management, forest survey, harvest & yield, wildlife management, principles of economics, business math, and typing.

WORK EXPERIENCE

Hatler's Sawmill:
July 1972-Sept. 1974 Sawyer, grader. Responsible for cutting, measuring board feet, grading lumber for housing and industrial purposes.

Sept 1974-Aug. 1976 Supervisor, responsible for scheduling and supervising crews of eight to 12 sawyers and graders.

Independent Contractor:
Sept. 1976-present Arranged and supervised construction of three warehouses and various other buildings.

OCCUPATIONAL GOAL

Management trainee in the lumber industry.

OTHER COMMENTS

Numerous local contacts. Very interested in remaining in this area.

References available upon request.

When you send in your resume, you will probably also include a letter telling why you're applying for the job. This is called a cover letter.

EXAMPLE:

Gentlemen:

Enclosed is a resume summarizing my background, qualifications, and work experience. My abilities and experiences (describe them here) should make me an asset to your organization.

My desire is to become associated with a firm which requires a competent and trustworthy individual capable of contributing substantially to overall company operation and development.

My availability is immediate, should you have a present need for a (man/woman) with my qualification. I would appreciate a personal interview at your earliest convenience, to discuss present or future employment.

I look forward to hearing from you in the near future.

Sincerely,

(signature)

Tom C. Jones
1234 Main St.
Sonora, CA 95370
Ph: 532-1234

enc: resume

In business correspondence, such as resume and cover letter, spelling is an important part of the first impression you make on your propective employer. Circle the correct spelling of the following words.

a) appearance/apearance

b) sutible/suitable

c) distincly/distinctly

d) superviser/supervisor

The next exercises have answers at the end of the section. If you don't know how to begin an exercise, ask someone in the skills center.

1. Arrange in alphabetical order.

nursing _____

operating engineer _____

operations agent _____

oceanographer _____

nutritionist _____

operator _____

office boy _____

occupational therapist _____

office machine operator _____

occupational health nurse _____

2. Punctuate and capitalize. Rewrite the paragraph in the space provided.

your name is mark bowe and you just got out of sonora high school and you want a job where could you look for a job maybe you could go to the employment office on wycoff street

3. List six jobs that are advertised in the Union Democrat:

_____

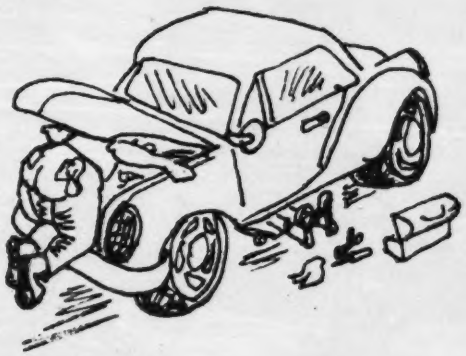
_____

_____

_____

_____

_____



CREATING YOUR OWN JOB

Some people don't like the idea of working regular hours for a boss. If you are one of these people, and if you are creative, you can make your own job and be your own boss.

Usually, to make your own job you will need special skill or some equipment. Here are some examples of jobs that people created for themselves in Tuolumne County.

* Inside and outside house painter: an artist who knows how to mix paints of every purpose hires out to people who need rooms, houses, or other building painted. She doesn't have to depend on just selling paintings anymore.
* River photographer: a photographer goes down to the river each day and shoots pictures of rafters. Then, at the end of the day, he asks each group of rafters if they want to order pictures of themselves. A good camera is necessary for this.
* Home repair and remodeling: a person makes bids on jobs people want done in their homes, such as putting new linoleum on the floor or building new cabinets. Shopping for materials helps set the amount to bid. Tools are needed for some of these jobs.
* Backhoe contractor: a farmer with a backhoe hires out to people who need gardens, ditches, or lots dug up. It is necessary to own a backhoe to start this business.

* Now, can you think of a job you might be able to create for yourself?

. What would you do?

. What skills or background would you need?

. What equipment would you need?

AFTER YOU GET A JOB

- Be prompt upon arriving at work at the assigned time.
- Do not abuse any privileges allowed by your employer.
- Ask questions if you're not sure about an assignment.
- Be a good listener when something is being said or explained to you.
- Do your job according to the way your employer wants it done.
- If you have any suggestions on organization procedure, you may wish to talk with your immediate supervisor about them.

GETTING AHEAD

While on the job, show that you are capable and responsible by doing your assigned work promptly and competently, and without

being reminded by your supervisor. Make referral notes to yourself about jobs, due dates etc. so you can become more competent in your position.

GETTING ALONG WITH OTHERS ON THE JOB

Be happy -	Smile a lot. Happy smiling faces make happy bosses.
Be positive -	You'll stand out. Most employees are always on the defensive
Be enthusiastic -	It's catching; unique. Very few people are enthusiastic about anything today.
Be busy -	Never sit twiddling your thumbs. Find things to do.
Don't criticize -	your boss in front of others. Your criticism will get back to your boss. Believe it!
Decide -	what's really important to your boss. What he/she really feels is important. Then, make every effort to help him/her achieve them.
Don't -	get into a showdown with your boss. Even if you win, you'll lose in the end. Few subordinates (next to none) ever beat their boss.
Be prompt -	Be punctual. Don't make your boss wait for you.
Make -	your boss look good. If he/she looks good, you'll look good, and your boss will remember you favorably.

. Can you remember at least three tips from these past several pages on getting and keeping a job?

. One afternoon, your employer assigns you a job that will take you about a week to finish. The next day, you're unsure about how to go about it. What do you do?

. You're organizing a paper for a speech your employer is going to make. She wants to begin on a topic you feel would be better used later. Should you organize it the way you feel is best?

. If you have an idea for a different way to handle a routine chore, should you keep it to yourself?

. You're feeling resentment toward your boss. Should you talk about it to a fellow worker to get it off your chest?

Here are some questions interviewers ask when they want to find out if you can be caught off guard, and how you react if and when you are. Use a timer and record how long it takes you to finish. Then, try it once again. The second time, it should take you no longer than five minutes.

1. What makes you interested in this job?

2. What experience do you have?

3. Will you be willing to stay permanently?

4. What hours can you work?

5. Do you expect your present situation to change; for instance, will you be moving, getting married, or starting a family?

6. Why do you think we should hire you?

MORE SPELLING

Spell these words right.

1. emploiment _____
2. ocupation _____
3. salrey _____
4. wagis _____
5. inshurence _____

MATH PROBLEMS

1. If you worked four hours and were paid $4.25 an hour, how much money would you make?
2. Joining a union can cost you two dollars a week. How much would this cost you in 20 weeks?
3. Melinda made $52 one week. Chris made $38 the same week. How much more does Melinda make than Chris in a week?
4. Expenses for one week going to work were $5 for gas, $8 for food, $2 for insurance. What was the total of expenses for the week?

If you can answer these questions, you have a good understanding of this unit:

1. What are two good reasons for taking a job, even if the salary is not too good?

_____

_____

2. Circle True or False.

a) Always tell the boss you know a better way to do the job, and you will get ahead. True False

b) Salary should be the main reason for taking a job. True False

C) If there is no chance for promotion on a job, you shouldn't take the job. True False

3. Match abbreviations with the words on the right.

a) hr	___appointment
b) M-F	___experience necessary
c) wk	___per month
d) per mo	___hour
e) exp nec	___week
f) mech	___Monday thru Friday
g) hswk	___housework
h) appt	___part time
i) p.t.	___evenings
j) eves	___mechanic

FORMS ON THE JOB

As soon as as you get a job, there are some forms that you will have to fill out. Use the forms on the following pages to do the exercises below.

Employee's Withholding Allowance Certificate: W-4

The U.S. government takes income taxes out of your wages.

Each paycheck that you receive already has the income tax deducted. A person who has children pays less in federal income taxes than one who doesn't. The government takes less money out of your paycheck if you have and claim one or more dependents.
Exercise: Complete a W-4 Form for yourself, listing three dependents.

Time Sheet

A time sheet is a record of how many hours you worked for an employer. It can include one week, two weeks, or a month. The time sheet has blank spaces for you to fill in showing the hours and days that you worked during a given period.
Exercise: Complete a time sheet showing that you worked for ten days during a two-week period from 8 a.m. to 5 p.m. with one hour off each day for lunch.
How many hours total will you be paid for working? _____

Employee Personnel Card

Fill out the card with information requested by your employer relating to home address, who to notify in case of an emergency, etc.

Yosemite Community College District
HOURLY PAYROLL CLAIM

EMPLOYEE'S NAME (type/print) _____ DATE _____

EMPLOYEE'S ADDRESS (type/print) _____

ACCOUNT NUMBER _____ DEPARTMENT _____

Month _____ *STUDENT: ☐ Work Study ☐ Regular ☐ VEA ☐ SB164 ☐ Special

DAY	DATE	HRS.	MIN.	NO. STDS.	DATE	HRS.	MIN.	NO. STDS.	DATE	HRS.	MIN.	NO. STDS.	DATE	HRS.	MIN.	NO. STDS.	DATE	HRS.	MIN.	NO. STDS.
SUN.																				
MON.																				
TUES.																				
WED.																				
THURS.																				
FRI.																				
SAT.																				
TOTAL PER WEEK																				

*STUDENT: I certify that I am enrolled and attending _____ units.

EMPLOYEE SIGNATURE _____

MANAGEMENT SIGNATURE _____ / _____
approved by

TOTAL HOURS _____

PAY RATE _____

GROSS EARNINGS _____

Form **W-4**
(Rev. May 1977)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(Use for Wages Paid After May 31, 1977)

This certificate is for income tax withholding purposes only. It will remain in effect until you change it. If you claim exemption from withholding, you will have to file a new certificate on or before April 30 of next year.

Type or print your full name

Your social security number

Home address (number and street or rural route)

City or town, State, and ZIP code

Marital Status

☐ Single ☐ Married
☐ Married, but withhold at higher Single rate

Note: *If married, but legally separated, or spouse is a nonresident alien, check the single block.*

1 Total number of allowances you are claiming . . . . . .

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

3 I claim exemption from withholding (see instructions). Enter "Exempt" . . . . . .

Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no liability for Federal income tax for last year and that I anticipate that I will incur no liability for Federal income tax for this year.

Signature ▶ ..... Date ▶ ....., 19.....

..... Detach along this line .....

Name_____

Home Address_____

Phone_____

Physician_____

Phone_____

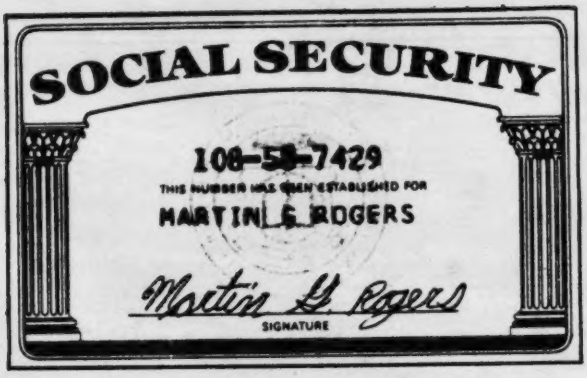
Appoint a Physician yes___ no ___

In case of emergency, notify:

_____

Phone_____

Address_____



SOCIAL SECURITY

You must have a Social Security number before you go to work. Your employer will contribute to Social Security the same amount of money you have deducted from your salary.

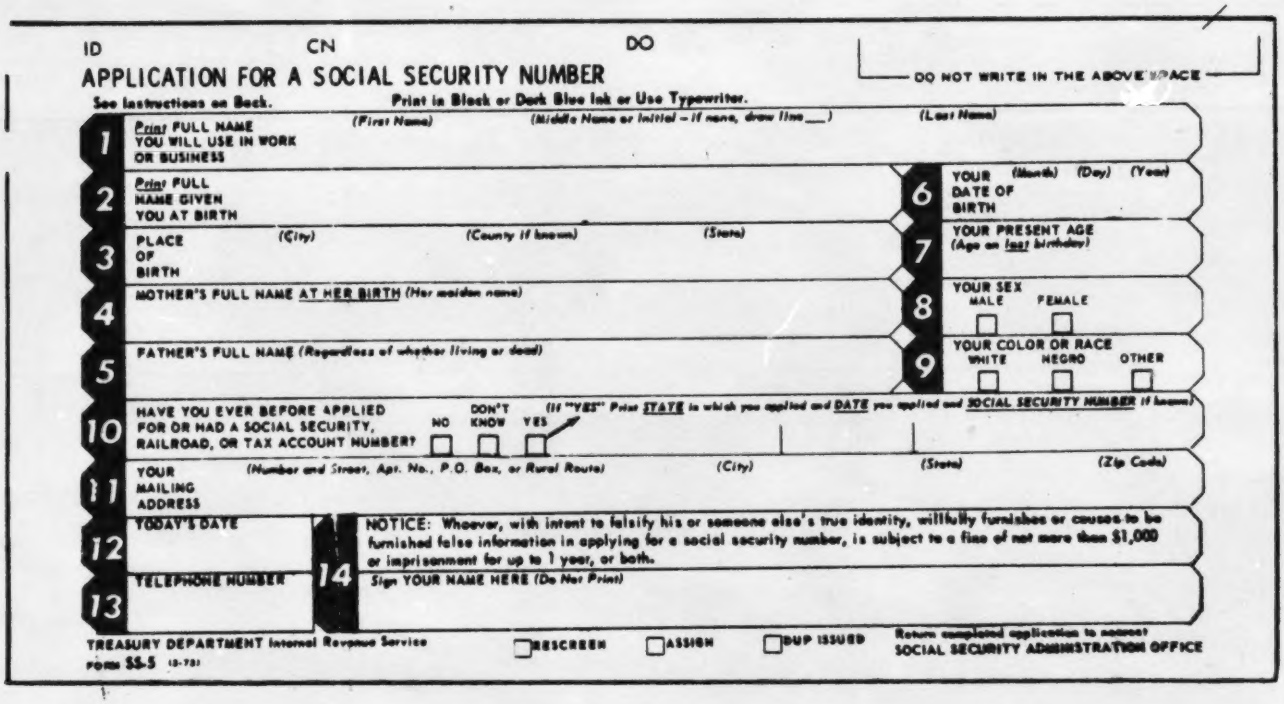
Upon your retirement, you will receive a monthly check from the federal government. The amount of benefits that you receive will depencd on the number of years you work and the amount you and your employers paid into the fund.

Qualified survivors of wage earners are entitled to monthly Social Security checks, if the wage earner dies.

Social Security also pays monthly disability to qualified wage earners. Medicare hospital and medical insurance is another benefit available to retirees.

Your local Social Security office will answer questions and provide you with detailed information about the benefits that are available to you, the wage earner.

Exercise: Complete the form on the next page for yourself.



ID CN DO

DO NOT WRITE IN THE ABOVE SPACE

APPLICATION FOR A SOCIAL SECURITY NUMBER

See instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX MALE ☐ FEMALE ☐

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service Form SS-5 (3-73)

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

VOCABULARY AND SPELLING

Underline the correctly spelled word.

accurate/accurrate

eligable/eligible

dictionery/dictionary

previous/prevous

aptutude/aptitude

diductions/deductions

employment/imployment

libility/liability

qualafied/qualified

BENEFITS ON THE JOB

When you start work, you'll want to know if there is a retirement plan.

"Normal" retirement benefits are benefits you would receive if you retire when you reach you plan's normal retirement age, usually 65. (Although 65 is usually the normal retirement age, the law forbids an employer from requiring you to retire before age 70.) Many plans allow employees to takw "early" retirement, before the plan's normal retirement age. If you decide to retire early, you probably will receive lower benefits than you would if you worked until normal retirement age.

Some plans provide benefits if an employee is unable to work because of illness or disability. These benefits are called disability benefits. Plans vary in their definitions of "disability," as well as the age and service requirements for collecting disability benefits.

Pension benefits usually are paid monthly, but under some plans participants may receive a lump-sum payment. Some plans call for benefits to be increased if the cost of living rises.

QUESTIONS

1. I may begin to receive full normal retirement benefits at age _____.
2. If I retire before the normal retirement age, it _____ (will or will not) decrease the pension that will be paid to me when I retire.

3. Pension benefits are usually paid: ___weekly ___monthly or ___yearly

4. Many plans _____ (allow - don't allow) the employee to retire early.

17

GLOSSARY

accounting: handling business or financial transations

Administrative: managing, supervising in a business or company

approach: the way you go about finding a job

assets: qualities that are useful

backhoe: a tractor with a claw shovel, used to dig up soil

career: a job you train for and get better at as you go on

CETA: Comprehensive Employment Training Act

clerical: involves office or shop record-keeping, mailing, etc.

competent: able to act correctly

deducted: subtracted

disability: lack of ability

discrimination: negative judgements based on prejudice

EDD: Employment Development Department

enthusiasm: lively interest and eagerness

immediate supervisor: the boss who tells you what to do and answers your questions the most

punctual: on time, not late

resume: a summary; a story about yourself

stenographer: someone who takes dictation and writes shorthand

subordinate: someone of lower rank

veteran: a former member of the armed services

ANSWER KEY

Page 2

1. d

2. c

Pages 5 & 6

15.

2: yourself, and (comma)

1: Clerical work (do not capitalize work)

2: don't be (apostrophe)

1: job close (no comma)

2: and were

Page 10

1. c

2. d

Page 11

3. unannounced

forestry

unemployment

opening

	announced	unnannounced
government offices	x	
asking door to door		x
school placement offices	x	
want ads	x	
Columbia College Career Center	x	
personal contacts		x
calling businesses in the phone book		x
relatives & friends		x
employment agencies	x	

Page 12

1. b

2. b

Page 13

3. a and d

4. In Tuolumne County: 10 Wycoff, Sonora, 532-6941

5. community

veteran

development

benefits

special

information

priority

Page 14

1. 2451 Bedford Street, Johnstown, PA.

2. no number given

3. service person

Page 17

3rd and last sentences

Page 19

answers on same page

Page 28

1. nursing
nutritionist
occupational health nurse
occupational therapist
oceanographer
office boy
office machine operator
operating engineer
operations agent
operator

Page 29

Your name is Mark Bowe. You just got out of Sonora High School and you want a job. Where could you look for a job? Maybe you could go to the employment office on Wycoff Street.

Page 34

- ask you supervisor
- no -- do it the way your boss wants it done
- no -- feel free to make such suggestions
- no -- don't criticize your boss in front of others

Pages 36 & 37

1. employment
2. occupation
3. salary
4. wages
5. insurance

Math

1. $17
2. $40
3. $14
4. $15

Questions

1. possible answer: chance for promotion and enjoyable work
2. a) false; b) false; c) false -- a promotion is not the most important consideration when applying for a job.
3.

appt.	-	appointment
exp nec	-	experience necessary
per mo	-	per month
hr	-	hour
wk	-	week
M-F	-	Monday through Friday

hswk	-	housework
p.t.	-	part-time
eves	-	evenings
mech	-	mechanic

Page 38

80 hours

Page 42

accurate

eligible

dictionary

previous

aptitude

deductions

employment

liability

qualified

Page 43 & 44

1. 65
2. will
3. monthly
4. allow

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